

## RYDES HILL PREPARATORY SCHOOL & NURSERY

### P28 (ISI 12B) – FIRE SAFETY POLICY (INCLUDES EYFS)



# RYDES HILL

---

## PREPARATORY SCHOOL & NURSERY

#### MISSION STATEMENT

- ❖ Rydes Hill Preparatory School and Nursery is a Catholic School where children learn how to live in loving relationship with God and each other.
- ❖ Christian virtues of love and justice, faith and courage, hope and perseverance are fostered.
- ❖ Pupils and staff comprise individuals of different faiths and beliefs but the Rydes Hill community aspires to unity within the life of the School based on shared moral values.
- ❖ The importance placed on the development of individual talents is at the heart of what School stands for and all are encouraged and challenged to be the best they can be.

Written By :	Alison Packman – Compliance Officer	28 <sup>th</sup> September 2018
Reviewed By :	Kathryn Pillar - Bursar	28 <sup>th</sup> September 2018
Approved By :	Sarah Norville - Headmistress	11 <sup>th</sup> October 2018
Governor Review By :	Not required	

## Contents

Revision History.....	3
Abbreviations, Acronyms and Definitions.....	3
Aim / Objective / Statement of Intent .....	4
Part One – Fire Safety.....	4
Role of the School Fire Safety Manager .....	4
Emergency Evacuation .....	4
Part Two – Fire Safety Procedures .....	5
Briefing new and existing staff and pupils .....	5
Summoning the Fire Brigade.....	5
Visitors and Contractors.....	5
Responsibilities of Teaching Staff.....	6
Responsibilities of Non-Teaching Staff.....	6
Personal Emergency Evacuation Plans (PEEP) .....	7
Fire Practices .....	8
Fire Prevention Measures .....	8
Letting or Hiring of the School .....	9
Appendix A .....	10
Appendix B .....	11

## Revision History

Revision	Paragraph Number	Revision
May 2013		Original
May 2014		Update
Sept 2014		Update
June 2015		Update
April 2016		Update
July 2017		Update
September 2018	Whole document	References to "SMT" amended to "SLT"
	Front page	Updated logo and mission statement
	Paragraph 2	Final bullet point added
	Paragraph 5	References to fire extinguishers removed
	Paragraph 11	2 <sup>nd</sup> sentence added
	Paragraph 12	Out of school hours responsibilities extended to cover additional personnel
	Paragraph 13	Juliet Mayes deleted due to change in work location
	Paragraph 14	Change "Communications Officer" to "Marketing Co-ordinator"
	Paragraph 17	Final sentence added
	Paragraph 20	Add reference to practice for new Nursery children
	Paragraph 21	Fire Alarm – order of out of hours call notification updated

## Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
EYFS	Early Years Foundation Setting
PAT	Portable Appliance Testing
PEEP	Personal Emergency Evacuation Plan
SLT	Senior Leadership Team - Headmistress, Bursar, Deputy Head Academic & Deputy Head Pastoral

## **Aim / Objective / Statement of Intent**

1. Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the School in ensuring that staff, pupils, contractors and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Rydes Hill Preparatory School & Nursery are designed to help our community respond calmly and effectively in the event that a fire breaks out in one of our buildings.

## **Part One – Fire Safety**

### **Role of the School Fire Safety Manager**

2. The Bursar and the Headmistress are the designated School Fire Safety Managers who are responsible for ensuring that :-
  - The fire safety policy is kept under regular review
  - The fire safety policy is promulgated to the entire School community
  - Everyone in the School (including visitors and contractors) are given clear verbal and/or written instructions on where they should go in the event of a fire
  - Procedures for emergency evacuation are regularly tested and lessons absorbed
  - Fire risk assessments are regularly reviewed and updated
  - Fire prevention measures are followed
  - Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are built
  - To report back to the Health & Safety Committee on the effectiveness of fire drills
  - The out-of-hours fire alarm monitoring service is kept informed of any changes to relevant contact details

### **Emergency Evacuation**

3. All new staff and pupils, all contractors and visitors are shown the notice in Appendix A, either in the front entrance hall or in the classrooms. Visitor badges also give fire safety information on the back of the pass.

## Part Two – Fire Safety Procedures

### Briefing new and existing staff and pupils

4. The School carries out 2 fire drills each term and in order to brief new staff and pupils, aims to carry out a fire drill in the first two weeks of the Autumn Term (September) so that all new staff (teaching and non-teaching alike) and all new pupils, follow the School's emergency evacuation procedures. New staff are briefed on the Fire Safety Procedures as part of the induction process. Fire action notices are displayed where there are fire extinguishers. New staff and pupils who join the School at other times in the year are shown where the emergency exits, escape routes and assembly points are located by their line manager or the relevant Form Tutor. Form Tutors remind their pupils, at the beginning of each half-term of the fire drill procedures.
5. The safe evacuation of everyone – staff and pupils alike, is our priority. Protecting property comes second. No-one should attempt to fight a fire at the expense of their own, or anyone else's, safety. We provide fire awareness training.
6. When Staff leave the site during the School day, they must sign in and out using the signing in book located in the School Office. Peripatetic staff who are not in School every day must also sign in and out using the signing in/out list also located in the School Office.

### Summoning the Fire Brigade

7. The School Office is manned between 08:00 and 17:30 during week-days in term-time. During these times, the Headmistress or SLT will summon the Fire Brigade if necessary.
8. The School Office is closed during half-term holidays and is manned on an ad-hoc basis during the main School holiday periods. When the School Office is closed the Fire Brigade will be summoned by either the Bursar, Assistant Bursar or Site Manager. The Fire Panel that shows the location of all the alarm call points on the networked alarm system in the School buildings is physically located in the School Office.
9. The Site Manager has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School is open, unless warned of a planned fire practice.

### Visitors and Contractors

10. All visitors and contractors are required to sign in at the Main Entrance where they are issued with a visitor's badge, which should be worn at all times that they are on School

Property (Refer to Policy P06 Visitor & Intruder Policy). They are made aware of the emergency evacuation notice procedures, which are printed on the back of their visitor pass.

11. When large numbers of visitors are at the School for open days, plays, concerts, exhibitions etc., a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. All Staff on site at these events and not responsible for pupils, should ensure that they support the evacuation process and assist visitors as necessary; Staff are empowered with the authority to be firm with any visitor not complying with the evacuation process. At the commencement of plays and concerts, parents/guardians are advised that in the event of an emergency evacuation, their children will be evacuated by staff members and that they will be reunited once registers have been taken at the fire assembly point.

### Responsibilities of Teaching Staff

12. Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point and for ensuring that the name of anyone who cannot be accounted for is passed immediately to the Headmistress and/or SLT member. It is the responsibility of the Headmistress, member of SLT or to ensure that this information is passed to the Fire and Emergency Services as soon as they arrive. Should an event occur outside of normal school hours, these responsibilities fall to the Site Manager, Site Maintenance Assistant or Assistant Bursar, dependent upon who is on duty.
13. As teachers of older pupils, selected teaching staff (see names below) are also responsible for checking the following areas :-

Lower Prep Classroom, Middle Prep Classroom & Middle Prep Toilets/Changing Room	Debbie Lappage/Nicky Leclazio/Amanda Moss/Lucy Appleby
Science Classroom, Higher Prep Classroom & Higher Prep Toilets/Changing Room	Cate Rowson/Karen Boyle

### Responsibilities of Non-Teaching Staff

14. Non-teaching staff are responsible for checking the following areas:

Library and Form One	Assistant Bursar
Upper Transition, ICT Suite, Upper Transition & Female Staff Toilet on 1 <sup>st</sup> floor, Music Practice Room and Uniform Shop on 2 <sup>nd</sup> floor.	Heads PA & Compliance Officer/Marketing Co-ordinator
Kitchen, Dining Room, KG cloakroom, KG toilets, male staff toilet, Peter Pan garden and assisting Form One at bottom of fire escape staircase	Holroyd Howe Kitchen Team

<p>Staffroom and ground floor female staff toilets. Also responsible for collecting Visitors Book, Peripatetic Signing In/Out Book, Staff Signing In/Out Book, Governors Signing In/Out Book, Class Registers and Grab Bags from School Office.</p>	<p>School Office staff</p>
---	----------------------------

## **On no account should anyone return to a burning building**

### Personal Emergency Evacuation Plans (PEEP)

15. A PEEP is designed to ensure the health and safety of an individual with a disability (see definition below) should an emergency situation arise that requires building evacuation. The plan is unique to the individual and explains the actions they and any helpers need to take. It will cover all buildings the individual is likely to occupy whilst at School.

16. Types of disability which require a PEEP are:

- Mobility impairment – either permanent or temporary, where vertical evacuation **is** possible but not as quickly as able-bodied (for example, broken leg and using crutches or heavily pregnant)
- Mobility impairment – either permanent or temporary, where vertical evacuation **is not** possible (for example, wheelchair user)
- Hearing impaired
- Sight impaired

17. When drawing up a PEEP it is appropriate to visit the area(s) that it will cover. It is the responsibility of the Form Tutor to draw up a PEEP for pupils and of the Bursar to draw up a PEEP for staff members as necessary. Once completed all personnel affected must be made aware of the PEEP and its contents. This will include subject of the PEEP, staff members, SLT, Headmistress, and pupils parents if applicable. Dependant on the age of the pupil, it may be appropriate to inform all pupils in the relevant Form. All PEEPs must be displayed in the Staff Room by the Form Tutor whilst they are in force.

18. It is important that the PEEP is regularly reviewed and, where necessary, revised to ensure it remains appropriate and effective. The PEEP should be reviewed at least termly and when the following circumstances arise :

- There is a change in the buildings and/or areas the individual will occupy
- Refurbishment or changes take place to buildings and/or areas currently covered by the PEEP
- An evacuation (practice or otherwise) reveals the content of the PEEP is not appropriate
- Any other reason for believing the content of the PEEP is no longer valid (For example, the pupil no longer uses a wheelchair but is able to use crutches)

19. The PEEP form to be used can be found in Appendix B. Should any assistance be required with completing this form please speak to either your line manager, any member of the SLT or the Compliance Officer.

## Fire Practices

20. We hold fire drill practices twice every term at Rydes Hill Preparatory School & Nursery. We also hold a fire drill at the beginning of the Summer Holidays when our Nursery provision is open outside of normal school term time. This ensures that any children not registered with the school in the previous term have an opportunity to practice the fire drill. We also practice an “out of hours” fire drill at least once every year. This, combined with a programme of inducting new staff and pupils with emergency escape procedures, helps to ensure that the School can be safely evacuated in the event of a fire. A report on each fire drill is submitted by the Bursar to the Health & Safety Committee each term.

## Fire Prevention Measures

21. We have the following fire prevention measures in place:

### Fire Alarm

The fire alarm is monitored 24 hours daily. If the alarm sounds the monitoring centre will telephone the School during normal office hours. Outside of these hours, the call centre will telephone the Assistant Bursar, Site Manager, Site Maintenance Assistant, Headmistress, Deputy Head (Academic) or Bursar. (This order is dictated by their normal proximity to the School out of hours)

- The master panel for the alarm system is located in the School Office and shows the location of where the detector has been activated.
- Alarms sound in all parts of the building.
- Testing all fire alarms weekly (and recording all tests and defects) is the responsibility of the Bursar who also arranges for an approved contractor to carry out the necessary checks on the system.
- Records of all tests are kept in the Fire Folder in the School Office.

### Escape Routes and Emergency Exits

- Fire notices and evacuation signs are displayed throughout the building.
- Fire extinguishers (of the appropriate type), smoke/heat detectors are located in the building in accordance with the recommendations of our professional advisors.
- Door closures and heavy fire doors have been installed as advised by fire prevention advisors.

- Keeping fire routes and exits clear at all times. The Site Manager is responsible for unlocking the buildings in the mornings and checks that escape routes are not obstructed.

### Electrical Safety

- The School has current electrical test certificates for the building.
- Regular PAT testing is undertaken by an outside specialist contractor.
- Records of all tests are kept in the Bursar's Office.

### Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers.

## Letting or Hiring of the School

22. The School's fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies :

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures need to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

23. Copies of the School's fire risk assessment (RA01) are held by the Bursar. This document is located on the School Server within the POLICIES AND RISK ASSESSMENTS folder. Any comments or suggestions for improvement are always welcome.

24. All staff should ensure that they read the sections that are relevant to them and should they have any queries, should direct these to the Headmistress and/or Bursar.

## Appendix A

### Fire Safety Information

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the tennis courts. You may be directed to the alternative assembly point on Our Lady's Lawn by Fire Marshalls if necessary.
3. If you are teaching a class, do not take any possessions and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The Headmistress or Senior Management Team (SLT) or the Site Manager will summon the Emergency Services or ask the School Office to do so if the alarm sounds. The Headmistress and SLT will be aware when fire drills take place.
5. If you have a disabled pupil in your class, or a pupil who is temporarily injured, a member of the SLT will aid you in helping to evacuate the pupil and in escorting your entire class to the assembly point. At present, provision is made for disabled pupils on ground floor only. Any disabled pupil or temporarily injured pupil will already have a PEEP (Personal Emergency Evacuation Plan) created for them.
6. The School Office will take the registers of each class to the assembly point along with "grab bags" which contain blankets, First Aid kit and Mobile Telephone etc.
7. Report anyone who is missing immediately to the Headmistress or SLT who will inform the Fire Brigade. ***On no account should anyone return to any building until given permission by the Fire and Emergency Services.***
8. Remain at the assembly point with your pupils until the all clear is given.
9. Should the alarm sound whilst after-school clubs and activities are taking place, registers for these classes should be taken by the activity leader to the fire assembly point along with the pupils.

## Appendix B

### Personal Emergency Evacuation Plan – to be displayed in Locations covered

<b>This PEEP is for:</b>	
<b>Locations covered:</b>	
<b>Reason for PEEP:</b>	
<b>If there is a need for emergency evacuation, the following will happen:</b>	
<b>Written By:</b>	
<b>Date Written:</b>	

**If you have any questions/concerns regarding this PEEP please speak to the author or a member of SLT.**

<b>A copy of this PEEP has been given to:</b>	
---	--